UNITED
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ST

Secretariat

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28 February 1992

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: DELEGATION OF FINANCIAL AUTHORITY TO THE INTERNATIONAL TRADE CENTRE

1. The purpose of the present revision is to set out the delegation of authority to the Executive Director of the International Trade Centre to manage and administer the financial functions of the Centre under the provisions of the Financial Regulations and Rules of the United Nations.

2. The annex to the present instruction contains a comprehensive listing of the financial rules whose administration is delegated to the Executive Director.

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Annex

FINANCIAL RULES, THE AUTHORITY FOR WHICH IS DELEGATED TO THE EXECUTIVE DIRECTOR OF THE INTERNATIONAL TRADE CENTRE

Financial rule		
106.1	-	Authority for expenditure
107.5	-	Acceptance of voluntary contributions
108.4	-	Petty cash advances and Cashier's Fund advances
108.6	-	Other cash advances
108.7	-	Remittances to offices away from Headquarters
108.9	-	Approval of obligations and payments
108.10	-	Disbursements to be made by cheque
110.1	-	Appropriations made available by authorization from the Controller
110.2	-	Review of obligations and expenditures by the Controller
110.3	-	Certification and approval of obligations and expenditures
110.4	-	Certifying officers
110.6	-	Commitments against the appropriations of current and future financial periods
110.8	-	Decrease of obligations
110.9	-	Review of outstanding obligations
110.11	-	Employment of staff or consultants
110.12	-	Ensuring that the terms of employment of staff or consultants conform to the terms of the Staff Regulations and Rules
110.15 (a)	-	Writing-off losses of property
110.15 (b)	-	Surcharges to be made against staff members, or others as the result of losses

Financial rule

110.16	-	Purchasing, renting and selling activities in respect of the International Trade Centre
110.17 (f)	-	Establishment of a local committee on contracts
110.23	-	Advance payments
110.34 (a)	-	Establishment of a local Property Survey Board
110.34 (b)	-	Authority to act in respect of recommendations of the local Property Survey Board
110.38	-	Publications Board